

**MINNESOTA DISTRICT COURT
FIRST JUDICIAL DISTRICT**

SCREENER/COLLECTOR

Position #01088915

OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
First Judicial District Scott County District Court Scott County Justice Center Shakopee, MN	Screener/Collector Non-Exempt Union - Teamsters	Full-time 40 hrs/wk M-F 8:00 – 4:30	Internal - External

The First Judicial District seeks a Screener/Collector for Scott County District Court in Shakopee, Minnesota. This position works under the general supervision and guidance of Court Operations Supervisor, Kelle Schleis. This is advanced clerical and accounting work in the collection of fines. Position involves monitoring delinquent accounts, collection of overdue fines and maintaining court financial records. Work includes working with judges, probation officers, defendants and court employees to enforce court orders and collect monies due the Court. Positions in this class exercise judgment in deciding the method and amount of payments, suspend a driver's license, or refer a fine to collections.

RESPONSIBILITIES: Reviews deferred payment applications, approves, arranges and establishes payment agreements; examines and interprets court orders; monitors accounts on computerized information systems (MNCIS) for non-compliance and delinquency, determines type of collection procedure to follow. Maintains current defendant information; suspends and reinstates driver's licenses. Acts as main point of contact for Court's collection agency, makes and receives phone calls from the public relating to monies due the Court, monitors electronic fund transfers from agency to the Court, reviews and reconciles error reports. Works with probation officers to monitor court ordered community service work, converts fine amounts to hours. Screens public defender and guardian ad Litem applications. Performs other clerical duties involved with processing of mail including receipting monies and updating citations using MNCIS/TCIS. Prepares daily financial deposit as needed.

MINIMUM QUALIFICATIONS: Graduation from approved high school/GED. Experience in bookkeeping, collections or accounting required. **Successful candidates will be required to pass a criminal background check.**

DESIRED ADDITIONAL QUALIFICATIONS: Working knowledge of MNCIS (or other automated court information system), computer skills, considerable knowledge of court procedures and policies, legal documents, legal terminology, laws and legal functions pertaining to the court, ability to work effectively as a member of a team, and the ability to maintain effective working relationships with co-workers, supervisor and court stakeholders. Possession of an Associate's degree from an accredited college or university in accounting, finance or a related field preferred.

STARTING SALARY: \$15.35 – \$23.05/hour (Full range); hiring to the mid-point based on qualifications; full State of Minnesota benefit package.

Application available at <http://www.mncourts.gov/?page=1552> or requested by calling 651-438-8485.

Submit completed application and resume to: First Judicial District Administration, Human Resources, Dakota County Judicial Center, 1560 West Highway 55, Hastings, MN 55033.

INTERNAL APPLICATION DEADLINE: Wednesday, February 6, 2008

EXTERNAL APPLICATION DEADLINE: Wednesday, February 13, 2008; 4:30pm

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